



RENTAL INFORMATION

Studio A

- Roughly 34' by 26' (964 square feet)
- Sprung marley dance floor (Stagestep Timestep top floor)
- 30 linear ft. of mirrors on one wall and 24 linear ft. of mirrors on the windowed wall
- No built-in barre
- 2 portable barres available

Studio B

- 66.5' by 20' (1330 square feet)
- Padded marley dance floor measures 54' by 20' (1080 square feet)
- 24' of single level barre
- 36 linear ft. of mirrors spaced out to cover 54' of dance floor

Studio C

- 36' by 20' (720 square feet)
- Sprung marley dance floor (Stagestep Timestep top floor)
- 24 linear ft. of mirrors on the windowed wall
- No built-in barre
- 2 portable barres available

- Located on the Edina/Eden Prairie border. 5 minutes from Eden Prairie Center, 10 minutes from Southdale and 15 minutes from Ridgedale.
- A lounge is available for all renters. Enter the Studio B side and turn right to find the lounge. This room is for dancers/clients to wait for their class and for parents to relax during their child's class.
- A curtain is available in Studio B. Feel free to pull it shut anytime to increase privacy in your class.
- Cubbies for personal items are available in Studio A and in the hall outside of Studios B & C.
- A common kitchen available for use by all groups with a sink, two small refrigerators and a microwave.
- 3 single-stall bathrooms are available for use by all renters as well as a drinking fountain with a water bottle refilling station.
- All rooms have high powered speaker systems with auxiliary input for iPods, smart phones, iPads, laptops, etc. and Bluetooth. CD players are available in Studios A & B.
- Lightning chargers compatible with iPhones (models 5-11) and most iPads are available in all rooms. Please bring your own chargers for any other phone or tablet type. We recommend marking your charger in case it is left behind.
- Portable barres (3 total) and red tumbling mats (2 total) are available for use in all rooms.
- Folding chairs and tables are available for extra seating and special events.
- A large bulletin board is available at the top of the stairs for all renters to post advertisements and information for their respective programs.

DANCEXCHANGE RENTAL POLICIES

PLEASE KEEP THIS POLICY INFORMATION FOR FUTURE REFERENCE. YOUR USE OF DXC SPACE INDICATES YOUR FULL AGREEMENT WITH ALL DXC POLICIES AND FEES.

1. Rental Rates Per Room

- a. Regular and Recurring Rental Base Rate: \$30 per hour
- b. Event Rentals (Section 6): \$50 per hour
 - i. Rent is charged at the event rate if any of the following apply
 - a. Attendance exceeds 30 participants (participants include anyone utilizing dance floor space)
 - b. Any participants wear street shoes
 - c. Food or drinks are served beyond water
 - d. Any decorations are used
 - e. Any participants participate in crafting in any part of DXC space
- c. Rent must include any breaks in the same room on the same day of less than one hour.
- d. Reservation must include set up and clean up time.
- e. Additional Rent will be charged for the following (rounded to the nearest quarter hour):
 1. Entering class area more than 15 minutes prior to reserved time for any reason (hallways, kitchen and lounge are not included in class area)
 2. Using stereo systems 8 minutes or more before or after reserved time
 3. Instruction, performing, videoing or exercising 8 minutes or more before or after reservation (individual stretching or warming-up is allowed within 15 minutes of reservation but cannot be instructor-led)
 4. Room use of any type 15 minutes or more following your reservation
 5. Any use that overlaps with another group's reservation
 6. Recurring reservations will be adjusted for the remainder of the current season for any rental that exceeds reserved time (before or after) by 15 minutes for 2 consecutive weeks. In order to revert to the original reserved timeframe, rental must begin and end on time for 4 consecutive weeks. Please email karla@dancexchange.org to request a reversion to the original reservation time.
- f. Payment may be dropped in our on-site drop box, mailed to the studio (6885 Washington Ave South Edina, MN 55439) or paid through our website or via PayPal invoices.
- g. Rental rates are subject to increase at least once per season. Please check your email regularly for rental rates and policy updates.

2. Deposit

- a. A \$150 deposit is due at least 72 hours prior to your first rental.
- b. If your rental cost does not reach \$150 and the studio is left in proper condition (see section 9), the remaining balance will be refunded to the contact on your account. Cash and check refunds will be issued via check and postmarked within 30 days of your event or last rental. Refunds for electronic payments will be issued within 30 days of your event or last rental.
- c. Your deposit will be used to cover any costs related to cleaning or repairs needed following your rental (see section 9).

3. Regular Rental Policies (One-Time Rentals, Variable Day Rentals)
 - a. Payments
 - i. One-time and Variable Day Rent is due by or on the day of your rental. Payments received 10 or more days after the rental date will incur a 10% late fee. See Section 4b for Recurring Rental Payment Policies.
 - ii. Past Due Payments (all rental types)
 1. A 10% late fee will incur for rent and/or fees more than 10 days past due.
 2. Accounts must be current for additional reservations to be added to the schedule.
 3. Accounts over 6 months in arrears are subject to collections proceedings at the expense of the contact listed on your online rental agreement and/or the person(s) responsible for making payments to the account.
 - b. Cancellations
 - i. Summer (June 1 through Aug. 31)
 1. DXC does not refund or credit cancellations for summer reservations on or after June 1 of each summer season for any reason.
 2. You may reschedule a cancelled rental, if the rescheduled rental is in addition to your regular schedule and DXC is given at least 24 hours' notice in writing.
 - ii. Fall/Winter/Spring (Sept.1 through May 31)
 1. Cancellations of Regular Rentals less than 72 hours prior to your reservation will incur a \$10 per reserved hour fee. Reservations not cancelled prior to rental start time are charged the total rent due for the time reserved (see Section 5 for weather-related cancellation policies).
4. Recurring Rental Policies
 - a. Reservations
 - i. If you are a Recurring Renter, your weekly times are reserved for you through the end of each season (see below for season dates).
 - ii. Please provide DXC via email with all dates you **will not use** your regularly reserved days/times and any extra rental dates/times prior to the start of each season. See Section 4d for Recurring Renter Minimum.
 - iii. Please specify the end date of your rental. Space reservations will expire at the end of each season and need to be re-submitted as follows:

Fall/Winter/Spring 2019-2020

- All reservations expire at the end of the day on May 31, 2020

Summer 2020

- Requests due by Feb. 15, 2020
- Summer dates start on June 1, 2020 or the date you specify on your request (if available)
- Summer dates expire at the end of the day on August 31, 2020

Fall/Winter/Spring 2020-2021

- Requests due by May 1, 2020
- Fall dates start on September 1, 2020 or the date you specify on your request (if available)
- Fall/Winter/Spring rentals expire at the end of the day on May 31, 2021

b. Payments

- i. Recurring renters pre-pay monthly **by the first of each month**. PayPal invoices are emailed on or around the 15th of each month.
- ii. Recurring rental payments are considered late if received after the 10th of the month and will incur a **10% late fee**.
- iii. Adjustments made to recurring rental invoices must be received **prior to** the 1st of each month.
- iv. Any adjustments received on or after the 1st of the month will be credited to the next month's invoice if within the 80% minimum rent (see section 4d).
- v. If monthly payments are current, your regular rental dates and times will be reserved for you until the end of the season (see above). Accounts 30 days or more in arrears are subject to loss of recurring rental dates and times to waitlisted groups with current accounts.
- vi. Accounts over 6 months in arrears are subject to collections proceedings at the expense of the contact listed on your online rental agreement and/or the person(s) responsible for making payments to the account.

c. Discounts

- i. Recurring Renters who have paid for and used at least 30 hours of space in one season at DXC are eligible for rental discounts at DXC's discretion based on use and exemplary space maintenance. In order to be eligible for a discount, all of the following must apply:
 - a. No late payments for 30 hours of rental and use. Payments are considered late if received after the 10th of the month.
 - b. All Cleaning & Space Maintenance policies must be followed. No violations within 30 hours of use. See Section 9.
- ii. Accounts must be current for discounts to apply. Any account over 30 days in arrears will be reverted to the base rate (plus any late fees) until the account has been current for 30 hours of rental and use.

d. 80% Minimum Rent for Recurring Renters

- i. DXC does not refund or credit cancellations for any summer reservations on or after June 1 of each summer season.
- ii. Schedule adjustments can be made throughout the Fall/Winter/Spring Season (see section 3b for details); however, you are responsible for a minimum payment of 80% of each month's originally invoiced amount.
 - 1. Example: You are scheduled for 20 hours in December and only use 15 hours due to holiday schedules and/or weather. You will be charged for 16 hours (80% of 20 hours) since the original invoice was for 20 hours.
 - 2. Weather-related cancellations are subject to the 80% rule for Recurring Renters. Since DXC must pay rent for the space regardless of use, you are responsible to pay at least 80% of the hours you committed to for each month even if you cancel for unsafe weather (see section 5).
- iii. If you wish to cancel any future reservations during the Fall/Winter/Spring Season (partial or full cancellation), 60-days' notice must be emailed to karla@dancexchange.org.
 - 1. Upon cancellation notice, your cancelled days and times will be made available to the public.
 - 2. As a Recurring Renter, you are responsible for 80% of originally invoiced rental and fees incurred through the 60-day cancellation period.

5. Weather-related cancellations

- a. A credit will be applied to your next month's invoice only under the following conditions:
 - i. Edina, Hopkins or Eden Prairie Schools close, plan a weather related late-start or early release for that day. **and/or**
 - ii. The weather forecast calls for any of the following within 4 hours of your rental:
 - 1. More than 6 inches of snow at DanceXchange
 - 2. Temperatures lower than 20 degrees F below zero (not including wind-chill)
 - 3. A Severe Thunderstorm Warning, or
 - 4. A Tornado Warning
- b. It is your responsibility to provide proof of the school closing or weather report to karla@dancexchange.org **prior to your weather-related cancellation**. If prior notification is not received, you will be charged in full for the rental.
- c. Your account must be current at the time of the cancellation to receive credit. If your account is past due, you will be charged for weather-related cancellations regardless of notification. You may schedule make-up classes for your cancelled classes. If your account is not current at the time of the weather-related cancellation, you will be charged for both the original class and the make-up class.
- d. If none of the above apply to your weather related cancellation, the cancellation will be treated as a regular cancellation (see section 3b).

6. Event Policies

a. Payment

- i. Rental rate for events is \$50/hour per studio.
- i. The full rent **plus** the \$150 deposit for your event is due no later than 72 hours prior to the start of your event set-up time.
- ii. Your rental times must include set up and clean up time and any breaks of less than one hour on the same day in the same room.
- iii. You are responsible for all set up and clean up related to your party/event. Any additional clean-up necessary will be completed by DXC staff following your event at the rate of \$25 per hour. If less than 6 hours of cleaning is needed after your event and no repairs are needed, any remainder of the deposit will be refunded within 30 days after your event. If clean-up takes longer than 6 hours or there are supply or equipment charges associated with cleaning after your event, you will be charged \$25 per hour and the full cost of supplies/equipment due within 60 days of your party/event.
- iv. Repair costs related to any damage will be billed and due within 60 days of your event.
- v. All outstanding cleaning and repair fees must be paid in full to book another event at DXC.

b. Event Cancellations

- i. Event cancellations less than 72 hours prior to your reservation will incur a \$20 per reserved hour fee. Event reservations not cancelled prior to rental start time are charged the total rent due for the time reserved (see Section 5 for weather related cancellation policies).

c. Event Reservations

- i. We will do our best to accommodate events whenever possible, however, our priority is our Recurring Rentals. We are often unable to accommodate events even if the space is available, since our staff needs to ensure it is fully ready for our Recurring Renters' use.
 1. The reservation must be made by a person 22 years of age or older. This person will serve as your event's contact person.
 2. If minors will be present for your event, there must be a minimum 1:10 minor to adult (age 22 or older) ratio.

7. Keys

a. Each renter/group will be provided with one set of keys once your key deposit has cleared.

- i. One person from your group must meet with DanceXchange staff at least 72 hours before your first rental to obtain keys and go over opening and closing procedures.

b. Each group will receive one set of keys; additional sets are \$20 each.

- i. Please allow at least one week written notice to obtain additional sets of keys. Please provide DXC with the names, emails and phone numbers of all persons with a set of keys.
- ii. DXC staff will meet once with your contact person to show opening and closing procedures on-site. It is your responsibility to ensure that EACH person opening

and closing from your group has been shown all procedures including how to lock and unlock the main entrance.

- iii. Keys are non-transferrable without prior written authorization from DXC and should not be duplicated under any circumstances.
- c. Keys must be returned to DXC within one week of your final rental.
 - i. Please email karla@dancexchange.org when you have dropped off or mailed keys.
 - ii. Additional key deposit refunds will be issued within 30 days of DXC's receipt of keys.
 - iii. Keys can be mailed to the studio: 6885 Washington Ave. S., Edina, MN 55439 or left on-site in the payment drop box.

8. Opening and Closing DXC

- a. DanceXchange is not regularly staffed. It is your responsibility to unlock/lock the facility for each use.
 - i. If special arrangements need to be made for a DanceXchange representative to be on-site to open or close the studio for any reason, a \$20 administrative charge per occurrence (each opening, closing or per hour if DXC rep. needs to stay on-site for your event) will be added to your rental total.
- b. The building owners take care of plowing, shoveling and de-icing. However, they may not always make it to our part of the building before your rental. **In case of snow or potential ice, it is your responsibility to leave enough time to ensure the entrance is ready for your guests/clients.** Shovels and ice melt are available in the closet under the stairs. If we are low on ice melt, please email karla@dancexchange.org right away. **DanceXchange is not responsible for snow/ice removal and waives all liability for snow or ice-related injury.**

9. Cleaning & Space Maintenance

- a. DXC is cleaned multiple times per week. However, if additional cleaning is needed after your rental, your account will be charged \$20 per hour for labor and the full cost of any equipment and/or supplies. If damage occurs as a result of your use of DXC space, the contact on your rental agreement and/or account is fully responsible for all costs related to repairing the damage.
- b. If you arrive for your rental and the space is not in proper condition or you notice anything that needs attention, please contact Karla@dancexchange.org right away. Anything left amiss after your rental will be your responsibility unless you notify Karla during your rental or prior to the next group's rental start time.

To use DXC space, all renters are expected to leave the space clean and return ALL moved items (including chairs and fans) to their original locations. Cleaning supplies are available in the kitchen for your use after your rental. **Please be considerate of the next group and take care of the following after each rental.**

- i. All perishable trash items must be removed from the premises.
- ii. Clean up any messes left at the end of your rental.
 - 1. Spills on dance floors must be mopped.
 - 2. Spills on carpeting must be vacuumed and/or cleaned with carpet cleaner.
 - 3. Marks on the dance floor must be removed. Magic Erasers are available in the kitchen and tennis balls are available under the stereo in Studio B

- iii. Return all items and furniture to their original positions.
- iv. All lights must be turned off (including all lamps).
- v. All fans and stereo systems must be turned off.
- vi. Thermostats must be set to their basic settings (68 deg. F for heat and 72-74 degrees F for A/C).
 - 1. Thermostat fans must be set to auto after each rental. Under no circumstances should the A/C be turned on if the outdoor temperature is less than 70 degrees F.
- vii. All doors must be locked (Loft 1, Loft 2 and the main entry way door).
- c. If another group is still in the other studio, you may leave the front entryway unlocked.
- d. You may leave the door to Studio B unlocked if another group is using the coat rack, hallway and or waiting room. **Please communicate directly with the other group to make sure they know you have left any doors unlocked or lights on.**
- e. **Rentals may be discontinued for groups failing to comply with the following expectations:**
 - i. Studio must be swept if any participants do not have their hair secured. Long hair clogs our vacuums and prevents us from cleaning the floors after each day of classes. Brooms and dustpans are in the kitchen.
 - ii. Any smudges or handprints on the mirrors must be cleaned after your rental. Mirror cleaner and paper towels are available in all studios next to the stereos. It is your responsibility to ensure that the mirrors are smudge free after EACH rental.
 - iii. Any trash must be in garbage cans and lost and found items need to be hung on hooks or tucked into cubbies.
- f. If proper closing procedures are not followed and any fines are imparted by the building owners, Bee Kay, LLC, those fines will be billed directly to your group. Groups with past due Bee Kay fines are not allowed to use DXC space.
 - i. The following are examples of infractions for which Bee Kay reserves the right to fine DXC renters:
 - 1. Lights left on
 - 2. Doors not locked upon closing
 - a. You will be billed directly and in full for any damage occurring from doors unlocked or improperly closed after your rental.
 - 3. Thermostats set improperly
 - a. If improper thermostat use results in damage of any kind to the facility and/or the HVAC unit, the contact person listed on your rental agreement or online rental request will be assessed the full cost to rectify any resulting damage.
 - b. Bee Kay may also charge for excess utility usage from improperly set thermostats.
 - 4. Fans, lamps and/or stereo systems left on
 - 5. Presence of pests due to food trash left on premises
 - a. Bee Kay will charge for fruit fly removal and traps.

- b. If trash attracts pests beyond fruit flies, the group responsible will be sent the bill from the extermination company.
- 6. Front door propped open
 - a. This can lead to pests and excess utility usage. If you are unsure how to keep the front door unlocked, please call your group's contact person or 952-996-9686.

10. Waiver of Liability

- a. **DanceXchange is not responsible for any loss or injury occurring on our premises. Please encourage your clients to keep valuables in their sight at all times. You are encouraged to hold your own business insurance in the case of injury or loss related to your rental. Your use of DXC space indicates that you waive all liability from DXC or Bee Kay, LLC (building owners) for any loss or injury of any type occurring on DXC/Bee Kay, LLC property.**

11. Signs and Advertisements

- a. All renters may post advertisements or information related to your group on the purple bulletin board just outside Loft 1 or in the grass adjacent to the DXC parking lot to help guide clients to our location. Placement of any other signage requires written permission by DanceXchange ownership. Any signs placed without permission will be removed at the renter's expense.
- b. Please contact Karla via email to place a sign near or on Washington Ave. Signs placed near or on Washington Ave. without permission from Karla will be removed at the sign owner's expense.
- c. Any signs that are broken, faded or not placed evenly are subject to removal.

Please note: We are a latex and fragrance-free facility. Please use non-latex balloons. Only cake candles are allowed; no scented candles are permitted.

**DanceXchange Contact Information: Karla Palmersheim, owner
karla@dancexchange.org 952-996-9686 (this number does not accept texts)**

**In case of onsite emergency, call 952-996-9686 twice AND leave a message.
If you do not hear back from Karla within 5 minutes,
please call Joseph at 612-850-9157.**